

**NURS 5359: Psychopharmacology: Prescribing Practices in Mental Health**

**Dr. Sandra Petersen, DNP, APRN, FNP-BC, GNP-BC, PMHNP-BC, FAANP**

**Spring 2020**

## Table of Contents

Your Faculty .....	3
Course Title: .....	4
Course Description.....	<b>Error! Bookmark not defined.</b>
<i>Prerequisites</i> .....	4
Student Learning Outcomes .....	<b>Error! Bookmark not defined.</b>
Course Outline .....	4
Course Calendar/Schedule ( <i>Example</i> ).....	<b>Error! Bookmark not defined.</b>
Textbook Information, Other Readings and Materials .....	7
Grading Information .....	9
<i>Course Requirements</i> .....	<b>Error! Bookmark not defined.</b>
UNIVERSITY POLICIES.....	17
UT Tyler Honor Code: .....	17
Students Rights and Responsibilities .....	17
Campus Carry .....	17
UT Tyler a Tobacco-Free University.....	17
Grade Replacement/Forgiveness and Census Date Policies .....	17
State-Mandated Course Drop Policy .....	<b>Error! Bookmark not defined.8</b>
Disability/Accessibility Services .....	<b>Error! Bookmark not defined.8</b>
Student Absence due to Religious Observance.....	<b>Error! Bookmark not defined.8</b>
Student Absence for University-Sponsored Events and Activities .....	<b>Error! Bookmark not defined.9</b>
Social Security and FERPA Statement.....	<b>Error! Bookmark not defined.9</b>
Emergency Exits and Evacuation .....	<b>Error! Bookmark not defined.9</b>
Student Standards of Academic Conduct.....	<b>Error! Bookmark not defined.9</b>
UT Tyler Resources for Students .....	<b>Error! Bookmark not defined.0</b>

## Your Faculty

**Dr. Sandra Petersen, DNP, APRN, FNP-BC, GNP-BC, PMHNP-BE, FAANP**

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## **COURSE TITLE: Psychopharmacology: Prescribing Practices in Mental Health**

### **COURSE DESCRIPTION:**

This course provides an overview of prescribing principles and best practices for treating mental health disorders across the lifespan. Drug action and pharmacogenomics are discussed. Polypharmacy within vulnerable populations is considered. A case-based approach is used to examine the clinical uses, neuropharmacological mechanisms, risks, benefits, and outcomes of commonly used psychotropic drugs in the context of comprehensive treatment plans.

#### ***Prerequisites***

Admission to PMHNP Program.

### **STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course, the student will be able to:

1. **Professionalism:** Demonstrate and apply professional and ethical behavior.
2. **Patient-Centered Care:** Differentiate an individualized plan of care for patients who are acutely ill and for patients of special populations.
3. **Evidenced-Based Practice (EBP):** Synthesize and apply evidence to evaluate and improve patient outcomes. Demonstrate knowledge of psychoactive medications and neurotransmitter syntheses, biochemical basis of the neuronal impulse, the various classes of psychopharmacological agents, various brain circuits involved in psychological symptomatology and appropriate prescribing of psychoactive medications, biochemical theories underlying schizophrenia, mood disorders, and anxiety disorders, and demonstrate knowledge of the proprietary names, mechanisms of action, therapeutic indications, and side effects of a wide array of psychopharmacological agents.
4. **Informatics & Technology:** Apply informatics and technology in new environments.
5. **Quality Improvement:** Critique the effectiveness of quality improvement using a systematic data- guided approach.
6. **Teamwork and Collaboration:** Appraise the effectiveness of teamwork and mutual respect with different communication styles.
7. **Wellness and Prevention:** Critique health, wellness, and prevention programs and their impact on a variety of communities and populations.
8. **Leadership:** Differentiate between leadership styles and how each impact professional practice.
9. **Safety:** Appraise safety and quality measures Implemented in the work environment.

#### **Course Outline**

##### **Psychopharmacology: Prescribing Practices in Mental Health**

This course provides an overview of prescribing principles and best practices for treating mental health disorders across the lifespan. Drug action and pharmacogenomics are discussed. Polypharmacy within vulnerable populations is considered. A case-based approach is used to

examine the clinical uses, neuropharmacological mechanisms, risks, benefits, and outcomes of commonly used psychotropic drugs in the context of comprehensive treatment plans.

**COURSE CALENDAR, Spring 2020:**

**Spring 2020 Course Calendar**

<b>Date</b>	<b>Time</b>	<b>Location &amp; Readings</b>	<b>Content</b>	<b>Assignments</b>
January 13 – January 18	Online	Canvas, Tegrity,	Module 1:	• Quiz #1 open
January 20, 2020		<b>Martin Luther King Day</b>	<b>King Day</b>	
January 19- January 25	Online	Canvas, Tegrity,	Module 2:	• Quiz #1 due • Quiz #2 open
January 27	<b>CENSUS DAY</b>			
January 26- February 1	Online	Canvas, Tegrity;	Module 3:	• Quiz #2 due • Quiz #3 open
February 2- February 8	Online	Canvas, Tegrity;	Module 4:	• Quiz #3 due • Quiz #4 open • SH: Respiratory and Focused Module on Cough open
February 7 Thursday	Online	ProctorU	Exam1 covers Modules 1, 2, 3	Exam1-Thursday, February 7, 2019 via ProctorU
February				• Health History Assignment due
February 9- February 15	Online	Canvas, Tegrity;	Module 5:	• Quiz #4 due • Quiz #5 open
February 16- February 22	Online	Canvas, Tegrity,	Module 6:	• Quiz #5 due • Quiz #6 open
February 23- February 29	Online	Canvas, Tegrity,	Module 7:	• Quiz #6 due • Quiz #7 open
March 1- March 7	Online	Continue from above	Continue Module 7:	• Quiz #7 remains opens • Quiz #8 open
March 8- March 14		<b>Spring</b>	<b>Break</b>	

March 15- March 21		Canvas, Tegrity,	<b>Module 8:</b>	*Quiz #7 due *Quiz #8 due *Quiz #9 open
March 22- March 28	Online	Canvas, Tegrity,	<b>Module 9:</b>	• Quiz #9 due • Quiz #10 open
March 29- April 4	Online	Canvas, Tegrity;	<b>Module 10:</b>	• Quiz #10 due • Quiz #11 open
March 30, 2020		<b>Last Day to Withdraw</b>		
April Thursday	Online	ProctorU	<b>Exam 3 covers Modules 7, 8 &amp; 9</b>	<b>Exam 3 – Thursday, via ProctorU</b>
April 5- April 11	Online	Canvas, Tegrity;	<b>Module 11:</b>	• Quiz #11 due • Quiz #12 open
April 12- April 18	Online	Canvas, Tegrity;	<b>Module 12:</b>	• Quiz #12 remains open
Thursday	Online	ProctorU	<b>Exam4 covers Modules 10, 11, &amp; 12</b>	<b>Exam 4 – Thursday, via ProctorU</b>
April 19- May 25	Online			
April 26- May 2		<b>Final Week Wrap-Up</b>		

## WELCOME

Welcome to **Psychopharmacology: Prescribing Practices in Mental Health!** We look forward to meeting with you in class sessions as well as in our virtual classroom online.

Please refer to the information contained in this Syllabus any time you have a question regarding the basic course information. A pdf of the purpose of the syllabi can be found at this link: [Syllabus Policy](#)

Total Credits: 3 semester credit hours.

In order to be successful, you should read assigned materials and complete all assignments in a timely fashion. Components of this course will include four exams, 12-module quizzes, and two case study assignments, including documentation.

## COURSE PREREQUISITES

- Admission to the PMHNP program.
- Minimum grade point average of 3.0 for last 60 semester credit hours of undergraduate work.
- A Bachelor of Science in nursing degree from a nationally accredited school.
- Current licensure as a Registered Nurse.

*The content of this course is web-based and may be subject to change at the discretion of the faculty according to current learning needs. Therefore, it is wise to review assigned readings and assignments on Canvas at the beginning of each week for possible updates. Notify the faculty immediately if there are issues that would delay submission of assignments. Please refer to the online Course Calendar and online Course Schedule for weekly assignments and Due Dates.*

You are expected to be self-directed in your learning and to approach every learning opportunity with a clear understanding of the learning objectives.

## **INSTRUCTIONAL METHODS**

This course is taught in a web-enhanced format with online readings as well as scheduled on-campus labs throughout the semester. The following learning venues are included:

- Online learning activities and website media will be used. Students will access posted online coursework related to the required course textbook. Pertinent YouTube videos and Tegrity lectures will enhance the modules.
- There will be several required assignments to be turned in under the Assignments tab on Canvas.
- Optional readings and videos may be offered to enhance your learning.

Should you miss an exam for an excusable reason, the make-up exam may consist of essay and fill-in-the-blank type questions. **Be aware that an excuse for make-up exams primarily consist of emergency situations only and not requests for personal vacations or scheduling conveniences.**

**Work excuses or failure to adequately connect to the internet during exams are not necessarily considered reason enough to permit scheduling a make-up exam and may be evaluated on a case by case basis.**

If you have difficulties with internet connection, contact *ProctorU*, the online proctored testing platform, and then contact your faculty right away, so as to limit the delay time in starting an exam. Students should always notify instructor prior to a foreseeable absence.

## **REQUIRED TEXTBOOKS**

1. American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.).  
<https://doi.org/10.1176/appi.books.9780890425596.dsm05> **NURS 5357**
2. Stahl, S. (2017). *The Prescriber's guide*, 6th Edition. New York, Cambridge University Press. ISBN: 978-1316618134 **NURS 5359**

3. Stahl, S.M. (2013) Stahl's Essential Psychopharmacology: Neuroscientific Basis and Practical Applications. 4th Edition, Cambridge University Press, Cambridge. ISBN: 978-1107686465 **NURS 5359**
4. Jameson, J. L., Fauci, A. S., Kasper, D. L., Hauser, S. L., Longo, D. L., Loscalzo, J. (2018). Harrison's principles of internal medicine (20<sup>th</sup> ed.). New York, NY: McGraw-Hill. 978-1259644030 **NURS 5359**

### **REQUIRED COURSE EQUIPMENT**

- Lab coat
- UT Tyler student name badge (\$15.00)
- UT Tyler patch – purchased locally at CR Scrubs
- Cell phone with internet access
- Web Cam for your computer

### **REQUIRED COURSE TECHNOLOGY**

Please see the Canvas Page that discusses this specifically.

- *ProctorU*

### **Estimated Time Commitment Required for Assignments:**

Reading of professional materials (books, journals, etc.) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2-hours daily for materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. As a rough guide, you should plan to spend six to eight hours per week on this course, and more hours may likely be necessary, depending on the individual. This estimate includes the time you will spend reading, researching particular items for more information, and completing assignments. Note that considerably more additional hours may be necessary to fully comprehend the didactic content as well as the clinical skills.

Every student is responsible for completing the recommended reading, completing the course module components, assignments, quizzes, and exams according to due dates in the course calendar. Reading assignments consist of associated materials in the course textbooks and this list may be viewed on the course calendar and in each module. All assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignments.

### **COURSE EVALUATION**

Course Grading Scale: **Grades will not be rounded when calculating the average (79.5 is not rounded to 80 and 89.5 is not rounded to 90).**

A = 90 to 100%

B = 80 to 89%      ← Passing



C = 70 to 79%  
D = 60 to 69%  
F = Below 60%

<b><u>GRADING ELEMENTS:</u></b>	<b><u>POINTS</u></b>
<u>Exams:</u>	
Exam 1	15% *
Exam 2	15% *
Exam 3	15% *
Exam 4	15% *
<u>Module Quizzes:</u> (12 quizzes total)	20%
<u>Assignment #1:</u>	10%
<u>Assignment #2:</u>	10%

**\*The average of your exams must be greater than or equal to 80 in order to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without making an 80 average on the four exams.**

## **COURSE ELEMENTS**

Achievement of the course objectives is evaluated based on the following activities:

### **I. EXAMS (60% of total grade; 100 possible points per exam):**

- Exams in the course will be given ONLINE, using a proctored service called [ProctorU](#). Please see pages 9 and 16 of this document for more information about *ProctorU*.
- Students must sign up with *ProctorU* at the beginning of the semester for all four exams. Each student is responsible for payment for the Proctoring service at \$25 per exam.
- Exams must be taken during the time specifically designated unless other arrangements are made with instructors **prior** to the test. As previously stated, special arrangements must be decided on an as needed basis. There is no guarantee that your request will be approved.
- If you are unable to take the exam on the posted date, notify the course facilitator as soon as possible. If the course faculty decide that an alternate exam will be given, the format and times will be at the discretion of the course facilitator, and the exam will be comprised of essay and fill-in-the-blank questions.
- Exam dates are listed in the Course Calendar.
- Students must achieve an **AVERAGE** of 80 on all four exams to pass the course. Even though you may have enough percentage in other areas to raise your overall grade, you still will not pass the course without an 80 overall **AVERAGE** on all exams.
- Each exam may be opened during the designated hours listed within Canvas, but you will only have 75-minutes to complete the exam—including the verified time with *ProctorU*. And, you must finish the exam by the end time established for the exam. Please pay strict attention to this time limit!
- Further instructional information is available through [ProctorU](#).
- The module objectives and assigned readings will guide the selection of items for the tests. Emphasis will be on application and synthesis of knowledge.

- a. Exam 1 will cover Modules 1, 2, & 3
  - b. Exam 2 will cover Modules 4, 5, & 6
  - c. Exam 3 will cover Modules 7, 8, & 9
  - d. Exam 4 will cover Modules 10, 11, & 12
- Absolute integrity is expected from every student in all aspects of the course and students may be dismissed from the program for violations. Cheating on exams will not be tolerated. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible for reading and following the student guidelines on academic integrity in the [Handbook of Operating Procedures](#) for UT Tyler.
  - Exams are not open-book. No notes, books, papers or other aids are to be used during any exam. Students are to work individually and submit the test within the allotted time.
  - A forum will be opened in Canvas for you to have an opportunity to challenge any exam question in an online Discussion Board forum. This forum will remain open on exam day and will be moderated by faculty, so students are unable to see each other's challenges.
  - The only access the student will have to the exam will be immediately afterwards during which you will be allowed to review your test and see which questions were missed. You should do this while still online with and under the supervision of *ProctorU*. **Do not disconnect from ProctorU until you are given specific permission to do so. You will have the option to review your exam once after it is submitted. This must be done before disconnecting with ProctorU.** Otherwise, an incident report will be issued, and an investigation will be pursuant. There will not be a second look at the exam itself. **Do not copy questions, take screen shots, or copy the exam questions by any other method.**
  - **When your test is completed you must disconnect from the test in Canvas PRIOR TO disconnecting from proctor U for test security purposes. Any attempts to copy the examination will be viewed as cheating. If you want to challenge a question this can be done via the appropriate mechanism described on Canvas, and at the posted time.**
  - Instructions may be given to email an instructor with your exam challenges. Please review instructions in Canvas for this.
  - All question challenges should contain a pertinent rationale with reference and page number. Only those challenges supported by a rationale and reference will be reviewed.
  - If necessary, opportunities for **individual review** of questions regarding the exam will be allowed **within 1 week** of the administration of the exam. After that time period, the exam will no longer be reviewed.
  - Any adjustment to exam grades will be at the discretion of the faculty.
  - Grades will be posted on Canvas but should not be considered the official grade for the course until all exams have been taken and final grades have been posted.

## II. Module Quizzes (20% of total grade; 10 possible points per quiz)

There will be a short Quiz given during each course module. These quizzes will open on the Saturday evening before the corresponding module week. There are 12 total quizzes. The combined total of points for all quizzes will account for 20% of the final grade. The quiz

modules will be open for the entire week but may be taken only once. Be prepared to complete quiz once it is opened or your grade will be automatically reflected as 0.

### **III. Assignment #1 (10% of total grade; 100 possible points on this paper)**

- The assignment is to .....describe assignment
- Use the grading criteria very specifically to write up the assignment. **Do not** type this assignment into the existing template. Do NOT copy & paste template items into your paper. You must Re-type the headings into your own paper.
- This paper should be a **formal paper in APA format**, complete with a title page and reference list. Please do not write in long, unbroken paragraphs that make it difficult to check off each rubric item. Write brief paragraphs, making it legible, organized, and easily understandable and following the rubric exactly.

### **IV. Assignment #2 10% of total grade; 100 possible points on this paper)**

- The assignment is to .....describe assignment
- Use the grading criteria very specifically to write up the assignment. **Do not** type this assignment into the existing template. Do NOT copy & paste template items into your paper. You must Re-type the headings into your own paper.
- This paper should be a **formal paper in APA format**, complete with a title page and reference list. Please do not write in long, unbroken paragraphs that make it difficult to check off each rubric item. Write brief paragraphs, making it legible, organized, and easily understandable and following the rubric exactly.

### **Attendance/Class Participation/Professionalism, (P/F)**

- Graduate students at The University of Texas at Tyler are held to a high standard of professionalism. The UT Tyler student represents not only themselves, but the University as well.
- Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting.
- Please use proper Netiquette (proper online decorum) in the online classroom.
- Be aware of the *Academic Honesty* policy of UT Tyler and read through the course syllabus thoroughly.
- Please notify the faculty about personal issues that would preclude timely posting of assigned work.
- Lack of class participation may result in deductions from the Professionalism grade.

### **IX. Book of Clinical PEARLS**

It is strongly encouraged that you begin your book of 'Clinical PEARLS' during this semester. This is something that you will keep and use often throughout your program and into your practice. This needs to be a loose-leaf notebook that is divided by body systems and tabs to begin documenting important tips or clinical 'pearls'.

Put the tips (PEARLs) you hear or learn from providers in the clinic under each tab. Once you look up a condition put the management or treatment into your resource book in an organized manner for future reference. This enabled you to pick up speed in clinic and alleviates redundant information look-up.

## **LABORATORY/CLINICAL ELEMENTS**

### **Immunization and Documentation Requirements**

Beginning as of Fall 2017, all students must have all immunization and documentation requirements completed in the *Castlebranch system* before attending clinical. Failure to produce documentation of met requirements will result in a missed clinical day.

### **ASSIGNMENTS Turn-In Process:**

- All assignments and projects will be submitted through the assignments link.
- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number (ex. MSmithPediatricCaseStudyN5352)**
- When assignments are received, faculty will grade them within Canvas which enables us to make comments, ask questions, etc.
- Faculty will return your assignment through the same link. Be sure to look for faculty feedback once you receive your grade.
- If you need more instructions on how to submit files through the assignment link in Canvas, you may also visit the Help Tab in Canvas for useful information or check out **On Demand Learning Center for Students** <http://ondemand.Canvas.com/students.htm>

### **LATE ASSIGNMENTS:**

- All assignments are due by **the time (CST/CDT) specified in the Course Calendar. Assignments must be posted via the assignment link within Canvas – NOT by email.**
- **All late assignments may be assessed up to 5-points-per-day as penalty (including week-ends)** when the assignment is not posted by the due date and specified time unless prior arrangements are made with the instructor.

### **ABSENCES/ MISSED LAB HOURS:**

Faculty reserves the right to create alternative assignments in cases of missed class days or lab days. Students may also receive point deductions for missed lab or class time, and/or missed assignments.

## **COMMUNICATION**

### **A. With Faculty**

- Regular communication with faculty is required to review all coursework and clinical (if applicable), develop on-going objectives, and evaluate both progress.
- Faculty will respond by email within 24-hours if on a weekday and by Monday @ 8pm if on the weekend. Discussion Board will be monitored in the same fashion. Response times are usually even more prompt than this, since we sincerely want to make ourselves available for your questions.
- Optional Zoom sessions will be scheduled monthly to facilitate student communication and answer questions. Joining the sessions is completely optional but this is an excellent opportunity to get all your questions answered, communicate directly with faculty, and meet other students.

### **B. On Canvas**

- Students are to check the Discussion Board and Announcements sections of Canvas **daily** for new information. Please set your notifications and download the Canvas mobile application.
- A **Course Questions** forum is available for posting questions to instructors. In this way, all students may benefit from the question/answer exchanged. Again, we will try to answer within 24-hours on weekdays, and by Monday @ 8pm if on weekends.
- Students may also post questions in the *Coffee House* forum to discuss items/questions to other students. This forum will not be consistently monitored by faculty.

### **C. Patriot Email**

- Students must check their *Patriots* email on a regular, **preferably daily**, basis. Second to the Discussion Board forums, this is the preferred method of communication by faculty with students. Personal email addresses should never be used to communicate with faculty.
- Failure to check your email may result in a lack of feedback regarding course changes and other important information. Failure to monitor your email will not constitute an excuse for missed/late assignments.
- To communicate by email with other students or faculty within the course, click the Communications link on the left. Click *Send email* to send a message. In this way, you may to send messages to *All Users* or *Select Users* in the course, including the instructors.
- If you need more instructions on how to send email messages through Canvas, please review the [On Demand Learning Center for Students](#).

### **COURSE OR CANVAS PROBLEMS**

- For general questions about the course, first utilize the [Course Questions](#) forum under the Discussions tab on Canvas. Questions will usually be answered within 24 hours, or on Monday by 8pm if on the weekend.

- For other questions or problems that may be too personal for placement on the [Course Questions](#) Discussion Board Forum, please email your section faculty, or any course faculty. Emails are usually answered within 24 hours during the week and by Monday at 8pm if on the weekend. Please note that occasionally, technical problems in email systems may slow down response times.
- For technical issues with Canvas, please check the Help resources within Canvas. Or locate the [On Demand Learning Center for Students](#).

## **ASSUMED PREREQUISITE KNOWLEDGE**

???

## **EVALUATION OF THE COURSE AND FACULTY**

- Students are requested to complete an end of semester evaluation of course faculty so that improvements can be made, and the course updated from semester to semester. Your comments, critiques, and recommendations are welcomed in this regard and will be taken seriously. An anonymous link will be provided to you towards the end of the semester and your feedback will go directly to Administration and will remain completely anonymous, having no effect whatsoever on your course grade.
- Also, your input throughout the semester contributes to the faculty commitment to continuous improvement in the quality and relevance of this course. If you have ongoing feedback that you feel would improve this course for future students, please feel free to contact the course facilitator.

## **ACCESSING LIBRARY RESOURCES**

- Students enrolled in this course have several options to access library resources. You may visit your home campus library or the [Robert R. Muntz Library](#) at the University of Texas at Tyler. Follow this link, and then complete the instructions at those sites for accessing information from a distant site.

## **TECHNICAL SUPPORT**

- There are two options to receive UT Tyler technical assistance:
  - Phone: (903) 565-5555 or extension 5555 on campus
  - Email: [itsupport@patriots.uttyler.edu](mailto:itsupport@patriots.uttyler.edu)
- When you call or email IT Support, be sure to include a complete description of your question or problem including:
  - The title and number of the course
  - The page in question
  - If you get an error message, a description and message number
  - What you were doing at the time you got the error message

- You may also visit the Help Tab in Canvas for useful information or review the [On Demand Learning Center for Students](#).

### **Necessary Skills for taking an Online or Hybrid Course**

- As an online/hybrid student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for the online portion of your instruction, following is a list of expectations and requirements:
  - a. Self-discipline
  - b. Problem solving skills
  - c. Critical thinking skills
  - d. Enjoy communication in the written word

### **MINIMUM TECHNOLOGY SKILLS**

As part of your online experience, you can expect to utilize a variety of technology mediums included in the course curriculum:

- Navigate Canvas
- Ability to send and receive email
- Browsing for and uploading documents and computer files to your Canvas course
- Downloading and saving files to your computer
- Navigate the Internet using a Web browser such as [Mozilla Firefox](#), [Internet Explorer](#) or [Chrome](#).
- Posting to a discussion board and wiki
- Open PDF files
- Playing and viewing video and audio files

### **MINIMUM TECHNOLOGY REQUIREMENTS**

- Access to a computer (PC or Mac), personal or on campus
- Internet access (high-speed preferred; Canvas and the videos may be slow to load on satellite or dial up)
- Microsoft Office, or a Word and PowerPoint compatible program such as [Apple iWork](#) or [Apache Open Office](#) (free) to view handouts and presentations.

#### **Plug-ins and Helper Applications**

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

- **Adobe Reader** allows you to view, save, and print Portable Document Format (PDF) files.  
<http://get.adobe.com/reader/>
- **Java Runtime Environment (JRE)** allows you to use interactive tools on the web.  
<http://www.java.com/en/download/>
- **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations.  
<http://get.adobe.com/flashplayer/>
- **QuickTime** allows users to play back audio and video files.  
<http://www.apple.com/quicktime/download/>
- **Windows Media Player** allows you to view, listen and download streaming video and audio.  
<http://windows.microsoft.com/en-US/windows/products/windows-media-player>

### **Canvas Accessibility**

The Canvas platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability, or situation.

### **Netiquette Guide**

Please see [The University of Texas at Tyler's Netiquette Guide](#)

### **University Policies**

#### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

#### **Student Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

#### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

#### **UT Tyler a Tobacco-Free University**



All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, *quitlines*, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise **grade replacement for** only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

### **Repeating a Course**

Students repeating a course may not use previously submitted assignments in the current course or previous courses nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from previous semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

### **The Census Day date is the deadline for many forms and enrollment actions of which students need to be aware. These include:**

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by

documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Student Accessibility and Resources**

**Disability/Accessibility Services:** In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible diagnoses such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The

**Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the 2nd class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **UT Tyler Judicial Affairs and Scholastic Dishonesty**

*UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.*

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic dishonesty policies:

<http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>

See <http://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf>

For Chapter 8 Student Conduct and Discipline

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to,

cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

#### **i. “Cheating” includes, but is not limited to:**

- copying from another student’s test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program or information about an un-administered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

**ii. “Plagiarism” includes, but is not limited to,** the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

**iii. “Collusion” includes, but is not limited to,** the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

**iv.** All written work that is submitted may be subject to review by **Turnitin** or **SafeAssign**, available on Canvas.

**UT Tyler Resources for Students**

- [UT Tyler Writing Center \(903.565.5995\), writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center \(903.565.5964\), tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- [UT Tyler Counseling Center \(903.566.7254\)](tel:903.566.7254)